

Director of Adult Choirs
Aldersgate United Methodist Church
1301 Collingwood Road, Alexandria, VA



Position Summary: The Director of Adult Choirs is responsible for developing and leading the adult choir music ministry, in consultation with the pastors and other staff members, in a way that is consistent with the mission, values, and theology of Aldersgate United Methodist Church. This is a part-time position averaging 20 hours per week. The actual allocation of time throughout the year is determined jointly with the Lead Pastor.

FLSA Status: Part-time Exempt - Professional

Responsibilities:

- Plan, administer, rehearse, and conduct choirs in worship services
- Participate in the creative planning of Sunday worship and other special services with the Pastors
- Select and plan music for the choral ensembles for Sunday worship and other special services as needed (e.g. Ash Wednesday, Maundy Thursday, Good Friday, Christmas Eve)
- Rehearse and conduct the following ensembles:
 - Wesley Choir which primarily provides anthems at the 11 a.m. service and may occasionally sing at the other Sunday morning services
 - Aldersgate Chamber Singers – an advanced ensemble who read music fluently and sing with minimal need of rehearsal
 - Aldersgate Festival Singers – larger ensemble which only sings for special services such as Fall Kick-off, Christmas concerts, Easter, etc.
 - Women’s Choir/Men’s Choir – women’s or men’s ensemble that performs during worship services as needed throughout the year.
- Attend weekly worship planning meetings with pastors
- Attend bi-monthly staff meetings
- Work cooperatively and creatively with the music team leaders and musicians, occasionally combining music groups on anthems throughout the year and at special events
- Supervise the Director of Children’s Choirs and assist the children’s music ministry as needed
- Hire, manage, and rehearse soloists, accompanists, instrumentalists as needed for services and events
- Work with the pastors, administrative staff and music staff members in designing, submitting and managing an annual budget for the music ministry

- Be familiar with a wide variety of sacred music: hymns and anthems, classical through contemporary
- Be familiar with music of current composers and publishers of sacred music.
- Continue to learn about the congregation and community, and plan music appropriate to their needs
- Continue to seek professional growth through workshops and conferences
- Communicate effectively to the music staff regarding worship planning and content, sharing information from staff and pastor meetings
- Manage all copyright licenses (Song Select, CCLI, OneLicense, LicenseSing) and report usage on a monthly basis
- Provide all musical input on Planning Center (hymn selections, anthems, responses) and coordinate with the administrative staff, providing edits, additions, deletions in the final printing of the weekly bulletin

Qualifications:

- Experience with choral directing of adult choirs
- Bachelor's degree in Musical degree preferred
- Availability for evening and Sunday morning rehearsals
- Available to lead worship services on Sunday morning
- Excellent oral and written communication skills

Accountability:

- Reports to the Lead Pastor.

Staff-Pastor-Parish-Relations Representative

Date